Clinton-Essex-Franklin Library System

Automation Memo

Changing Calendar Exceptions in Horizon

Calendar exceptions are set up in Horizon to tell the system which days you will be closed in order to prevent having items due on those days. To avoid having confused patrons and unfair overdue notices and fines, you should make these changes ahead of time by at least the number of days of your longest loan period plus a few days. We usually make changes for the whole year a month or so before the end of the year, but changes can be made at any time.

To change calendar exceptions you will need "circ supervisor" privileges. If you try this procedure and it won't display the calendar exceptions table, call the CEF Automation Department.

These are the steps:

1. In the administration folder (on the left in Horizon), double click on the Holidays.
2. In the top part of the search window, highlight "Location" and type your 3-letter library code in the search blank. Make sure you enter only your own code so you won't change other libraries' holidays.
3. A window entitled "Holiday Hours" appears, containing a list of your current calendar exceptions.
4. You can edit each line by clicking on it to highlight it and clicking edit. The only blanks that are necessary are location, date and description. Usually you will only need to change the date. After you finish making changes to the holiday, click save.
5. You can add a new holiday by clicking new and filling in the location, date and description.
6. If you need to delete a holiday altogether, highlight it and click on "File" in the upper left, then "Delete record". However, it's better not to delete a holiday until much later to avoid problems with calculating fines. You can leave holidays in for multiple years without a problem.